

DEPARTMENT OF PARKS AND RECREATION HEALTH & SAFETY GUIDELINES COVID-19 INFORMATION FOR SUMMER FUN PROGRAMS

These guidelines work in tandem with the April 14, 2021 memorandum to all Department and Agency Heads titled: Department Responsibilities and Recommended Procedures in Response to COVID-19 (Exhibit A) as well as the Mayor's Directive 21-1 titled: Administrative Leave Related to COVID-19 (Exhibit B). Any questions or incidences regarding COVID-19, Managers/Supervisors must contact the Department's COVID-19 Officer. For DPR, our COVID-19 Officer is our Executive Assistant I (ES1) Carla Wong. Our alternate COVID-19 Officer is Administrative Services Officer (ASO) Lucy Pascual.

I. GENERAL INFORMATION

- A. The Department of Parks and Recreation (DPR) will comply with Federal, State, City and safety laws, the Mayor's Emergency Orders and the Mayor's Directives in accordance with Center for Disease Control (CDC) standards to protect employees from potential workplace hazards. As such, these guidelines are subject to change.
 - 1. CDC standards will be used for social distancing between participants and employees.
 - 2. When possible encourage outdoor activities
- B. All DPR Recreation Staff (Recreation Director I, Recreation Director II, Recreation Director III, Recreation Director IV, Recreation Director V, Recreation Director I (Summer), Summer Student Aide II/III, Recreation Aide (Summer), Summer Swim Aide, Therapeutic Recreation Aide and Attendant Service Contract) working in the Summer Fun program will be subject to daily temperature checks and health screening. More than one screener should be trained and available to assist at all times that screening is to take place.
- C. All communication and interaction during screening shall be conducted privately and should not be heard by another individual.
- D. Recreation Staff shall be paid for screening time as well as time spent waiting to be screened.
- E. In accordance with the Mayor's Emergency Order 2021-04, all staff must wear their approved face covering throughout the day and other Personal Protective Equipment (PPE) as needed.
 - 1. Approved face masks: Two or more layers of washable, breathable fabric. Completely cover your nose and mouth. Fit snugly against the sides and face and don't have gaps. Have a nose wire to prevent air from leaking out of the top of the mask.

F. Recreation Staff will be provided the following PPE and supplies for check-in:

1. Disposable face coverings
2. Disposable gloves
3. Face shields
4. Disinfecting wipes
5. Infrared thermometers

The appropriate Recreation supervisor will be distributing these supplies. Employees will contact the supervisor to acquire additional supply as needed.

G. In accordance with the Mayor's Emergency Order 2021-04, participants shall wear approved face coverings throughout the day.

1. Face covering should completely cover the nose and mouth and fit snugly against the sides of face without gaps.
2. Parent/Guardian will need to provide an approved face covering that covers the nose and mouth for the participant each day.
3. Participants who have a medical condition or disability that prohibits the wearing of an approved face covering will be exempt provided that a reasonable accommodation request has been filled out for the program participant. These requests shall be held at the area for reference.

II. RECREATIONAL STAFF WILL BE TRAINED ON THE FOLLOWING

- A. Maintaining confidentiality while conducting and/or maintaining records of temperature checks and health screening information.
- B. Procedures for wearing and disposal of PPE.
- C. Proper use of infrared thermometers.
- D. Determining if the person should be cleared to enter the workplace (temperature above 100.4, COVID-19 symptoms, etc.)
- E. Procedures when an employee or participant displays COVID-19 related symptoms.
- F. Procedures for cleaning and sanitizing

III. CHECK-IN PROCEDURES: STAFF AND VISITORS

- A. Temperature checks shall be administered to all Recreation Staff prior to entering the facility.
- B. Visitors will also be subject to screening prior to entering the facility. If available, a "waiting area" should be established for visitors to wait. Staff and visitors will maintain a 6 feet physical distance between each other.
- C. DPR will follow the Centers for Disease Control (CDC) temperature screening threshold - a person who is considered to have a fever with a temperature of at least 100.4 degrees Fahrenheit.
 - If the Participant, vendor or visitor is found to have a fever of 100.4 degrees Fahrenheit or higher, they will not be allowed to enter the facility.
 - If it is an employee who is found to have a fever of 100.4 degrees Fahrenheit or higher, they will not be allowed to enter the facility. Refer to Sections VI-VII for detailed procedures. Generally:
 - A supervisor will direct the employee to go home and advise the employee to seek care from a health provider.
 - Recreation Staff that are directed to go home may use accrued sick leave, vacation leave or compensatory time. If no election is made, recreation staff shall be placed on authorized leave without pay.
 - When directing an employee to go home because of a fever after a temperature check, District Managers and/or Recreation Supervisors will document the incident Supervisors will reference to Exhibit A and Exhibit B for appropriate documentation procedures when an employee shows COVID-19 related symptoms.
 - The employee's chain of command will be informed immediately of the situation. Additionally, the supervisor or District Manager will inform DPR's COVID-19 Officer of the incident by phone and email.
 - The employee will also be informed that they should not return to work until they are free of fever or signs of a fever for at least 24 hours, without the use of fever-reducing medications, and they receive clearance to return to work by City Health Services in accordance with Exhibit B.
- D. Medical certifications for absences due to sickness are required in accordance with applicable collective bargaining agreements or Mayor's Directives. Certifications obtained through telehealth options (via mobile device or computer) are acceptable.

IV. PROCEDURES FOR RECREATION PROGRAM

A. Check-In Procedures for Participants

a. Parent Drop-Off (Check-In/Sign-In):

1. Check-in may begin from 8:00 a.m., at curbside, where possible. Where not possible, an area outside will be designated at the site.
2. Parents/Guardians will check-in participant at curbside or designated entrances:
 - Recreation Staff will do a temperature check for all participants and authorized visitors.
 - If thermometer touches a participant or other surface, the thermometer must be cleaned and sanitized before further use.
 - If a thermometer is inoperable, staff will notify their supervisor.
 - Additional thermometers and batteries will be available on site.
3. Parents/Guardians shall stay and be present until the screening is completed.
4. For Participants who "show up" unaccompanied, Recreation Staff will conduct screening in a manner similar to all other participants. If the participant does not have a fever, the participant will proceed to their assigned group area.

B. Procedures During Recreation Program

a. If a participant has a fever and/or displays symptoms of COVID-19:

- i. Parent/Guardian will be notified at check-in that the child may not attend the program and must be taken off the premises.
- ii. The participant will not be allowed to enter facility. Recreation Staff will inform the parent/guardian that the child should not return to Summer Fun until they are free of fever or signs of a fever for at least 24 hours, without the use of fever-reducing medications.
- iii. Document all information and follow-up to the parent/guardian with a phone call.
- iv. For participants who walked to program unaccompanied:
 - Participant will be taken to the designated area for observation.
 - Parents/Guardians will be contacted if the participant has a fever or displays COVID-19 symptom to inform them of the situation and to pick the participant up from the program site immediately.
- v. Refer to Section VIII for additional information.

C. Staff shall be assigned to the same group as much as possible, 1:20 staff to participant ratio per group.

D. In accordance to the CDC guidelines, staff, visitors and participants will maintain physical distance as follows:

- a. At least 3 feet between all participants within a group

- b. At least 6 feet between all participants outside of their group
 - c. At least 6 feet while eating and drinking, including among people within the same group
 - d. At least 6 feet between participants, visitors and staff
 - e. At least 6 feet between staff
- E. Groups shall move/traverse in and out of assigned areas by using agreed walkway/doorway.
 - 1. Do not have groups move into/through other group areas.
 - 2. Walkways shall be clearly marked and kept clean and clear of obstacles.
 - 3. Walkways/doors that are used by more than one group, shall have only one group at a time using it. Schedule for transitions as best as possible.
- F. Supplies
 - 1. Group supplies and belongings shall be stored in their assigned area.
 - 2. Supplies shall not be shared between groups to the extent possible.
- G. Hand washing with soap and water should be done often.
 - 1. Before consuming food and beverages, after outdoor play, after the playground, bathroom visits, etc.
- H. Hand sanitizer shall be available for staff and participants to use.
- I. Additional staff may be assigned to clean and monitor areas as needed.
- J. Staff will monitor participants for any changes in health, behavior or appearance.
 - 1. If there are any health and safety concerns, participants should be questioned and temperature taken where appropriate.
 - 2. If a participant is ill or develops symptoms of COVID-19:
 - a) Participant will be taken to the designated observation area for assessment.
 - b) If temperature is taken after the participant has been doing something active or been in the sun, and registers a fever (≥ 100.4), a recheck should be done after 15 minutes. Participant will remain in the designated observation area until reassessment.
 - c) If temperature still shows a fever (≥ 100.4), take the appropriate steps to send participant home including:
 - Notify Parent/Guardian/Emergency Contact.
 - Explain the situation.
 - Inform them to pick up the participant immediately.
 - Document all actions taken.

3. Refer to Section VIII for additional information
- K. Outdoor facilities being used for Summer Fun will be off-limits to the public during the specific program times, 8:30 a.m. to 2:00 p.m., but will be reopened for general public use outside of that timeframe. Signage will be posted at affected areas to inform the general public of the area closure.
- L. Indoor facilities being used for Summer Fun will remain closed to the public throughout the program to maintain cleaning standards for the facility.

V. CLEANING PROCEDURES

- A. Restroom Facilities shall be cleaned at least once daily prior to the beginning of the day.
- B. Cleaning Standards for indoor facilities will be maintained throughout the day.
- C. Cleaning of shared supplies will be done frequently.
- D. All cleaning materials and products shall be kept secured, out of reach of the participants and shall be used in accordance with the Manufacturer's recommended instructions. Informational training shall be provided to the areas in cleaning products usage.
- E. Disposable gloves will be worn when staff members perform cleaning related duties.
- F. Staff will wash hands after each cleaning activity.
- G. If an employee, customer or visitor should test positive for COVID-19, refer Exhibit A, page 8, "Cleaning and Disinfecting the Worksite after an Employee, Customer or visitor has tested Positive for COVID-19".

VI. EMPLOYEES WITH COVID-19 SYMPTOMS

- A. Currently, according to the CDC, people with COVID-19 may have the following symptoms:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever or chills
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Congestion or runny nose
 - Nausea or vomiting or diarrhea

- B. Refer to the Exhibit A for current instructions and procedures for handling employees with COVID-19 symptoms.
- C. Whenever an employee is directed to go home or stay home, the manager or supervisor shall inform COVID-19 Officers Carla Wong and Lucy Pascual by phone or email.
- D. When an employee receives a COVID-19 presumptive positive or positive test they should inform their supervisor who will in turn contact the COVID-19 Officer.
- E. Medical certifications for absences due to sickness are required in accordance with applicable collective bargaining agreements or Mayor's Directives. Certifications obtained through telehealth options (via mobile device or computer) are acceptable.

VII: PROCEDURES AND GUIDELINES IF AN EMPLOYEE SHOULD TEST POSITIVE

- A. Refer to Exhibit A and Exhibit B for current instructions and procedures. In summary:
 - 1. If employee is at work, a Manager/Supervisor should immediately direct the employee to go home and remain at home. A Manager/Supervisor shall complete the COVID-19 Incident Report form. This incident report form is confidential and should be stored in a separate medical file (not an employee's official personnel folder) according to departmental procedures to protect from improper disclosure.
 - 2. Employees who receive a COVID-19 presumptive positive or positive test result should develop a list of close contacts at the worksite, and facilities, vehicles, and equipment used during the employee's infectious period (starting two days prior to the onset of symptoms) for City doctors and the Department Of Health (DOH).
 - 3. A Manager/Supervisor should provide the employee with a copy of the DOH flyer titled, "What to Do If You Test Positive for COVID-19." (September 3, 2020)
 - 4. Managers/Supervisors must notify their Department's COVID-19 Officer Carla Wong (EA1), Lucy Pascual (ASO) and the department Director. Due to privacy laws, Managers/Supervisors shall not disclose the identity of any employee who has been exposed to COVID-19 or tested positive to COVID-19 to other employees.
 - 5. Department Director/Department EA1 shall notify employees in their department using the attached sample, Template Regarding Employee Testing Positive for COVID-19 dated February 2021.
 - 6. Employees who have tested positive should not return to work until:
 - At least 10 days after the start of their symptoms;
 - They are free of fever (100.4°F or greater) or signs of a fever for at least 24 hours, without the use of fever-reducing medications;
 - They are cleared by their primary care physician, Dr. Lee or Dr. Omori, or receive a DOH Clearance from Isolation letter; and they receive medical clearance from Health Services prior to returning to work **AND**

- Employees who have tested positive and recovered must submit their contact phone number and medical clearance from their primary care physician, or Dr. Lee's or Dr. Omori's Release from Isolation letter, or DOH Clearance from Isolation letter to healthservices@honolulu.gov or call Health Services at 723-7891.
7. After Health Services receives the information, the employee will be contacted to schedule an in-person appointment for medical clearance due to the nature of their jobs. Health Services will notify the department EA1 Carla Wong and ASO Lucy Pascual of an employee's medical clearance.
 8. Employees should keep their Manager/Supervisor informed of their anticipated Return to Work date.
 9. Those who are fully vaccinated need not quarantine if exposed to virus (need proof of vaccination card)
- B. Additional Information from CDC Guidelines: if an employee is suspected or confirmed to have COVID-19 infection:
- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
 - If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas.
 - Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- C. Determine which employees may have been exposed to the virus and may need to take additional precautions.
- D. Critical infrastructure workplaces should follow the guidance on Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19. Employers in critical infrastructure also have an obligation to manage potentially exposed workers return to work in ways that best protect the health of those workers, their co-workers, and the general public.

VIII: PROCEDURES IF A PARTICIPANT SHOULD TEST POSITIVE

- A. Staff will use the Participant COVID-19 Questionnaire Form to document participant contact at the Recreation Program.
 - COVID-19 officer will assess each situation on a case by case basis.
 - Close contacts identified by our COVID-19 officer will be notified.
- B. Managers/Supervisors must notify their Department's COVID-19 Officer Carla Wong (EA1), Lucy Pascual (ASO) and the department Director.

- C. A memo of possible exposure will be sent out to staff and participants from the department via the EA1 and ASO informing them of their possible exposure to COVID-19 at the site. Memo will maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- D. Staff that are exposed to participants who test positive for COVID-19 or display related symptoms are to refer to Exhibit A for further instructions.
- E. Participant diagnosed with COVID-19, and siblings who are in the Recreation Program, must remain home in isolation until at least 10 days have passed since symptoms first appeared or lab test taken AND at least 24 hours have passed since the person last had a fever without the use of fever-reducing medications and symptoms have improved.
- F. Participant (and siblings in the program) must provide a doctor's certification to show person is clear from COVID-19 prior to returning to the recreation program.
- G. Additional Information from CDC Guidelines: if a participant is suspected or confirmed to have COVID-19 infection:
 - Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
 - If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas.
 - Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.